

Demolition of a Structure

Application Checklist & Submission Package



This document and all attachments are provided as assistance to persons seeking certain approvals and permits as required by various by-laws of the City of Saint John and other acts and regulations. Should there be a discrepancy between this document, and all attachments, and the associated by-law, act or regulations, the associated by-law, act or regulation shall prevail.

Demolition Permit Application

Checklist required for a complete application for:

➤ Demolition of a Structure

Completed **Application Form** signed
Permit Fee and **Refundable Deposit**
Site Plan showing

- size of lot
- dimensions from each property line to building(s)
- indication of which building(s) is being demolished

General Liability Insurance must be submitted if the estimate is over \$1,000 naming the City of Saint John as an "additional insured"

- Estimate over \$1,000 to \$50,000\$1,000,000 liability
- Estimate over \$50,000\$20,000 per \$1,000 of estimate to maximum of \$5,000,000 liability

Additional Permits which may be required:

- **Water and Sewer Permit** (any alteration/connection to city water or sewer services)

**Pre-demolition photos will be taken by an Inspector to document the condition of the adjacent street right-of-way. Any damage to the street right-of-way or sidewalk resulting from the demolition may be deducted from the deposit.

**Water and sewer service abandonments must remain exposed until inspected and approved by the Infrastructure Development Inspector. Please call 506-658-4455 at least one business day in advance to schedule the inspection.

**Properties within the Intensification Area must be hydro-seeded after demolition. For permits issued after August, hydro-seeding may be deferred until spring.

Applicant Signature

Date



LOCATION	CIVIC ADDRESS :			PID # :	
STAFF USE	HERITAGE AREA: Y / N INTENSIFICATION AREA: Y / N FLOOD RISK AREA: Y / N APPROVED GRADING PLAN: Y / N				
	APPLICATION #:		DATE RECEIVED:		
			RECEIVED BY:		
APPLICANT INFORMATION	APPLICANT		EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE		
	CONTRACTOR		EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE		
	OWNER		EMAIL	PHONE	
	MAILING ADDRESS		POSTAL CODE		
PRESENT USE: PROPOSED USE:					
CHECK ALL THAT APPLY	BUILDING		PLANNING	INFRASTRUCTURE	HERITAGE
	☐ INTERIOR RENOVATION ☐ EXTERIOR RENOVATION ☐ ADDITION ☐ DECK ☐ CHANGE OF USE ☐ MINIMUM STANDARDS	☐ NEW CONSTRUCTION ☐ ACCESSORY BLDG ☐ POOL ☐ DEMOLITION ☐ SIGN ☐ OTHER	☐ VARIANCE ☐ PLANNING LETTER ☐ PAC APPLICATION ☐ COUNCIL APP ☐ SUBDIVISION ☐ OTHER	☐ STREET EXCAVATION ☐ DRIVEWAY CULVERT ☐ DRAINAGE ☐ WATER & SEWERAGE ☐ OTHER	☐ HERITAGE DEVELOPMENT ☐ HERITAGE SIGN ☐ HERITAGE INFILL ☐ HERITAGE DEMO ☐ OTHER
DESCRIPTION OF WORK					
	PROJECT ESTIMATE (IF APPLICABLE)				
EXPECTED CONSTRUCTION START DATE:			EXPECTED CONSTRUCTION COMPLETION DATE:		

☐ I consent to the City of Saint John sending to me commercial electronic messages, from time to time, regarding City initiatives and incentives.

General Collection Statement

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The legal authority for collecting this information is to be found in the Municipalities Act and the Right to Information and Protection of Privacy Act. For further information or questions regarding the collection of personal information, please contact the Access & Privacy Officer:

City Hall Building
 15 Market Square
 Saint John, NB E2L 1E8
 onestop@saintjohn.ca
 (506) 658-4067



I, the undersigned, hereby apply for the permit(s) or approval(s), indicated above for the work described on plans, submissions and forms herewith submitted. This application includes all relevant documentation necessary for the applied for permit(s) or approval(s). I agree to comply with the plans, specifications and further agree to comply with all relevant City By-laws and conditions imposed.

Applicant Name _____

Applicant Signature _____

Date _____